C-O-N-F-I-D-E-N-T-I-A-L

T/I/M-4.
22 September 1966

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Minutes of the Forty-eighth Meeting, 7 September 1966

Members or Their Representatives Present

25X1

NSA -

CIA -
DIA -
CSS -

Others Present

None

1. Minutes of the forty-seventh meeting were approved.

25X1

2. [ ] distributed copies of several papers representing first cuts at the final report. These included a description of the proposed code and team recommendations to CODIB.

3. The team reviewed the code discussion paper and once again considered the requirement for relating identifiers to other elements of the notation and the requirement for distinguishing between nation- ality and location in the area element. [ ] distributed a number of reports which had been coded in a variety of ways involving relationships between elements and providing a means for distinguishing between nationality and location in the area element. He also proposed a simple format within which to dispose the entries by element. A number of those present, including the Chairman felt that requiring logical relationships other than between area and subject elements would complicate code application without gaining sufficient advantage. They

25X1

Group 1
Excluded from automatic
C-O-N-F-I-D-E-N-T-I-A-L   downgrading and
declassification.
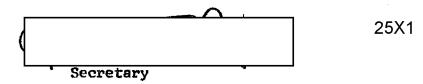
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- 2 -

felt the same, regarding the need to distinguish between nationality and location which occur in reporting. The use of a format to identify and dispose the notation would be left to the discretion of the coding agency.

4. The team then took up the draft recommendations. In the course of discussion, it was decided the recommendations concerning implementation were critical. As a result of this discussion,[   ]will rework the proposed recommendations to CODIB.   **25X1**

5. The problem of specificity versus exhaustivity in applying content control raised originally by Mrs. Veilleux in her report on application was discussed. Generally, the team felt that all areas, subjects, and identifiers appearing in a document being content controlled should appear in a notation. Alternatives to such an exhaustive or comprehensive application would require selection criteria which presume that relative importance is essentially static and can be predetermined. It would also require individual judgment in applying selection criteria which would doubtless vary from coder to coder.

6. A draft paper outlining the potential advantages of a USIB Content Control Code prepared by[   ] was reviewed and recommendations for changes and additions were made.   **25X1**

7. [   ]then undertook to recapitulate assignments for team members. [   ]will continue her efforts in developing basic rules and instructions for applying the code. She will also provide an introduction to the Identifier section of the Code Book. [   ] will prepare an introduction to the Subject and Modifier sections of the Code Book.[   ]will continue his editing of the Term Index for the Code Book.   **25X1 25X1 25X1 25X1**

8. Mr. Most distributed a revision draft of his paper, Draft Summary of the Content Control Application and Dissemination Tests, incorporating changes recommended at the previous meeting.

9. The next meeting of the task team will be held at 0900 hours 23 September 1966 in Room 2E37, CIA Headquarters.

Secretary   **25X1**

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